


<b>MARICOPA COUNTY</b>  HUMAN SERVICES DEPARTMENT Workforce Development Division	<b>SECTION/REFERENCE</b>	<b>PAGE 1 OF 2</b>
	<b>ORIGINAL ISSUE DATE</b> May 2002	<b>REVISION DATE</b> June 2013
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<b>SUBJECT:</b> ITA Voucher/Training Approval Process		<b>ADDENDA:</b> ITA Voucher ITA Training Request Checklist

**Purpose:**

To approve Training Services for participants using WIA Title 1B funding

**Responsibility of:**

Program Supervisors, Career Guidance Specialist (CGS), Finance

**Process Description:**

The CGS will identify participants who have participated in Core and Intensive Services and are still not able to secure employment and would benefit by and be able to complete occupational training. The CGS may request the participant to complete job readiness activities, career exploration and program research as deemed appropriate. The CGS will then present the training request to the CGS team for approval. Veteran's applications for training are presented first in line with Veteran's Priority of Service Requirements.

**Participant Training Agreement**

The Participant Training Agreement outlines the participant's responsibilities regarding training. The CGS will review the agreement with the participant prior to beginning program research and activities. The CGS will have the participant sign the agreement to indicate their understanding and agreement. The original will be placed in the participant file; the participant will be given a copy.

**Recommended Core/Intensive Activities**

The participant must have received at least one Core and one Intensive Service to be considered for Training Services. Through the case management process the CGS will determine which activities will enhance the participant's employability. Since not all participants have the same needs or level of employment readiness the CGS will review each participant's needs on a case-by-case basis. Participant activities will be documented in the file/AJC system and may include but are not limited to:

- Resume Instruction and resume critiquing
- Interview Techniques
- Career Exploration
- Assessment Module
- Job Search in the 21<sup>st</sup> Century

These activities can occur concurrently with ITA preparation activities. These activities can be substituted if the customer has attended workshops with other agencies/companies and the attendance occurred within the past six (6) months. These activities are to be documented in the case notes.

**Prerequisite Activities**

Upon completion of the activities, the customer will submit the information to the CGS who will review each activity for thoroughness and completion. The CGS will assist the customer with completion of these activities/forms if necessary.

- Occupational Research
- Program Research (must research a minimum of three training providers if available)
- Income and Expenses Worksheet
- Labor Market Research /Demand (i.e.: job openings in the area for which the customer qualifies upon completion of training)
- Eligible Training Provider List (ETPL)  
(Note: Not all programs listed on the ETPL are eligible for WIA funding.)

The CGS presents the customer's case to the CGS team for approval of training.

If approved, the CGS will prepare and sign the ITA voucher and submit to the WIA Program Supervisor for signature; once all signatures have been obtained on the ITA voucher, a copy of the voucher will be scanned and emailed to the WIA Program Supervisor and the training provider. The original voucher will remain in the participant file.

If the training request is not approved by the CGS team, a CGS will inform the customer of the non-approval of the training request. The CGS should discuss other training options if feasible with the participant or provide the participant with information on other funding sources.

WIA funds cannot be used to pay for training that is not on the ETPL, unless the training is provided by a community-based organization for individuals with special needs.

In some cases, individuals may have been accepted or enrolled into training prior to being determined eligible for WIA training services. In these instances, the extent to which occupational research is conducted is at the discretion of the CGS. The CGS must document in Arizona Job Connection (AJC) that the individual is enrolled in a training program.

**Changing Training Providers/Programs**

A participant may change the training provider selected only with the approval of the Program Supervisor **prior** to the start of training. A revised IEP and justification for the change must be completed by the CGS and forwarded to the Program Supervisor. If the change is not approved by the Program Supervisor, the CGS will be informed of the reason for non-approval.

**Customer Choice**

Training services, whether provided through ITA's or contracts, must be provided in a manner that maximizes informed consumer choice in **selecting an eligible training provider**. A participant determined eligible for training services may select a training provider after consultation with a Career Guidance Specialist.